

Form Name: WorkStudy Job Description 2025-26\_SEATTLE COLLEGES  
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Location:

<b>Job Title</b>	Human Resources Intern
<b>Campus Location</b>	Seattle Cental
<b>Department</b>	Human Resources
<b>Building and Room Number</b>	Broadway Edison (BE) 4177/4178

## Job Description

### Position Summary:

Under the supervision of the HR Director and direction of HR staff, the HR Work-study Intern will be responsible for initiating the Seattle Colleges onboarding process and working with potential new hires to complete paperwork. Additionally, the intern will be responsible for uploading and maintaining personnel documents and files, following up as needed to obtain necessary documentation.

### Essential Functions:

Assist with uploading and organizing electronic employee documents in the personnel records system.

Convert electronic documents between file formats (i.e., PDF to image files) following provided instructions and references.

Title and label documents accurately according to established naming conventions.

Locate employee records using names or identification numbers.

Email new hires onboarding paperwork and instructions.

Set up SharePoint folders and continuously review for necessary updates (e.g., updating names of folders, files, etc.)

Organize and maintain electronic files using SharePoint and other document management tools.

Send invitations to complete background checks to new hires.

Review onboarding paperwork and upload to appropriate personnel files.

Follow up with potential new hires and departments as needed.

Initiate HB2327 requests and document responses.

Track VISA status for current employees and follow up to retrieve updated documents as needed.

Support file clean-up projects and document organization initiatives.

Follow written procedures to complete routine administrative and

record-related tasks.

Handle sensitive information with confidentiality and professionalism.

**Number of Positions Available**

1

**Experience/Qualifications Desired**

Experience with Microsoft Suite (e.g. Excel, Outlook, Word, etc.) and Office 365.

Basic computer skills, including working with files, folders, and common office software.

Strong attention to detail and ability to follow instructions.

Ability to learn new systems and tools with training and guidance.

Organizational skills and ability to manage and prioritize multiple small tasks.

Ability to maintain confidentiality.

**Educational Benefits**

Gain professional experience with the following applications:

SharePoint

Excel

Forms

Power Automate

OneDrive

Outlook

Adobe Acrobat

Gain experience in the following areas:

Professional communication

Troubleshooting technological challenges

HR processes

**Expected Hours**

10

**Position Available**

Summer, Fall, Winter, and Spring

**Contact Person**

Heather Church

**Contact Person's Phone Number**

(206) 934-2028

**Contact Person's Email**

Heather.Church@seattlecolleges.edu

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